

How to Account for Expired Doses of Vaccine Inventory in CIIS

This job aid is for **CIIS Aggregate Users** (e.g., clinics that report immunization data electronically to CIIS or only use CIIS for vaccine ordering).

Not making adjustments for expired vaccine will prevent your Vaccines For Children (VFC) order from being processed. Before closing an inventory reconciliation, you **MUST** zero out the remaining expired doses in CIIS and complete a Colorado [VFC Vaccine Return Form](#) to return the expired doses back to McKesson. To return expired flu vaccine, please use the [VFC Flu Return Form](#).

See the example below for instructions on how to account for expired doses in CIIS:

On this open reconciliation with a *Begin Date* of 9/26/2015 and *End Date* of 10/1/2015, I have two expired vaccines in my inventory:

Hep A vaccine expired on 9/30/2015. Since this vaccine expired **BETWEEN** my reconciliation *Begin Date* and *End Date*, the system puts a zero (0) in the *Aggregate Administered* column. This allows me to enter the number of doses of Hep A that I administered between the reconciliation *Begin Date* and *End Date*. If I did not administer any doses during this date range, I can leave zero (0) in the *Aggregate Administered* column.

Polio-IPV vaccine expired on 9/24/2015. Since this vaccine expired **BEFORE** my reconciliation *Begin Date*, the system automatically displays **Expired** in the *Aggregate Administered* column. I am unable to enter any numbers in the *Aggregate Administered* column for this Polio-IPV vaccine.

PROVIDER: PHYLLIS AGGREGATE... CLINIC: PHYLLIS AGGREGATE 15... VFC PIN: 154R PHYLLIS TRA... Log Out

Inventory Location: VFC AGGREGATE TEST

Description: SECOND RECON Begin Date: 09/26/2015 End Date: 10/01/2015

Status: OPEN Authorized By: TRAINER, PHYLLIS (-)

Update Cancel

Inventory By Doses

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Aggregate Received	Aggregate Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wast	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Hand Inquiry
1	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC 49281-0286-10 AGGTE1 09/30/2016	5	0	-2	0	0	0	0	0	3	
2	Hep A, Ped/Adol (Havrix (0.5 mL x 10 vials)) SKB 58160-0825-11 ABCD154 09/30/2015	0	5	0	0	0	0	0	-5	0	
3	Hep B, Ped/Adol (Engerix B (0.5 mL x 10 syrl)) SKB 58160-0820-52 AGGTEST2 09/30/2016	10	0	-1	0	0	0	0	0	9	
4	Polio-IPV (IPOL (5.0 mL vial)) PMC 49281-0860-10 PER11 09/24/2015	3	0	EXPIRED	0	0	0	0	-3	0	

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These two scenarios should be handled differently in CIIS, and this guide will explain the best way to handle each situation.

SCENARIO #1: Accounting for Vaccine Doses that Expired *BETWEEN* the Reconciliation *Begin Date* and *End Date*

Step 1: Since the Hep A expired between the reconciliation *Begin Date* and *End Date*, I must first enter the number of doses that I administered between the reconciliation *Begin Date* and *End Date* in the *Aggregate Administered* column of my reconciliation. If there were no doses administered during this date range, then I can leave a zero (0) in the *Aggregate Administered* column. In this example, I administered 3 doses; therefore, I entered 3 in the *Aggregate Administered* column. **Please note:** the system will automatically change the *Aggregate Administered* that you entered to a negative number.

Step 2: Click the *Update* button to recalculate the *Inventory Difference* column. Notice I still have 2 doses left of the Hep A for which I need to account. In order to zero out these remaining doses, I must make an adjustment. **Tip:** You can use the number in the *Inventory Difference* column for the expired doses to be adjusted. (See the screen shot on p. 3, Step: 9)

Step 3: Click the *On-Hand* link, and you will be navigated to the *Vaccine Inventory On-Hand* screen.

Inventory Location

VFC AGGREGATE TEST Print

Description: SECOND RECON Begin Date: 09/26/2015 End Date: 10/01/2015

Status: OPEN Authorized By: TRAINER, PHYLLIS (-)

The record has been saved successfully.

Update Cancel

Inventory By Doses

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Inventory Received	Aggregate Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	On-Hand
1	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC 49281-0286-10 AGGTE1 09/30/2016	5	0	-2	0	0	0	0	0	3		
2	Hep A, Ped/Adol (Havrix (0.5 mL x 10 vials)) SKB 58160-0825-11 ABCD154 09/30/2015	0	5	-3	0	0	0	0	-2	0		
3	Hep B, Ped/Adol (Engerix B (0.5 mL x 10 syrs)) SKB 58160-0820-52 AGGTEST2 09/30/2015											
4	Polio-IPV (IPOL (5.0 mL vial)) PMC 49281-0860-10 PER11 09/24/2015											

I administered 3 doses of Hep A between the *Begin Date* and *End Date* of my reconciliation; therefore, I entered 3 in the *Aggregate Administered* column. Next I click *Update* to recalculate the *Inventory Difference*. Notice I still have 2 doses left of the Hep A. In order to zero out these remaining doses, I must click the *On-Hand* link to make an adjustment.

Step 4: Verify your *Inventory Location* and select *Depleted/Expired* from the *Status* drop-down arrow, and the system will display only your depleted/expired vaccine inventory for the selected inventory location.

Step 5: Select the expired vaccine you want to adjust by clicking on the corresponding radio button.

Step 6: Click the *Adjustment* button, and you will be navigated to the *Vaccine Inventory Adjustment* screen.

Vaccine Inventory On-Hand

This is a list of the vaccine inventory for the selected location. You can click "Edit", "Adjustment", "Transfer", or "Inquiry" to perform actions on the inventory. Select "Add New Inventory" to add a new inventory item.

Pending Inventory Transfers
Pending VTrackS Shipments

On-Hand Inventory

Inventory Location
VFC AGGREGATE TEST

Status
DEPLETED/EXPIRED

Vaccine
(ALL)

Edit Adjustment

Vaccine (Brand)	Mfg	NDC
VFC AGGREGATE TEST - 154R (Aggregate Reporter)		
<input checked="" type="radio"/> Hep A, Ped/Adol (Havrix (0.5 mL x 10 vials))	SKB	58160-0825-11 ABCD154 09/30/2015 VFC
<input type="radio"/> Polio-IPV (IPOL (5.0 mL vial))	PMC	49281-0860-10 PER11 09/24/2015 VFC

Edit Adjustment Transfer Inquiry

Step 7: Enter a date that falls between the reconciliation *Begin Date* and *End Date*. (In this example, my reconciliation *Begin Date* and *End Date* are 9/26/2015 to 10/1/2015, respectively).

Step 8: For the adjustment Reason, select *Expired from the* drop-down arrow. For the *Modification*, select *Subtract* from the drop-down arrow.

Step 9: Enter the Doses Adjusted. **Tip:** You can use the number in the *Inventory Difference* column on your reconciliation. In this example, I enter 2 in the *Doses Adjusted* field.

Step 10: Click the *Create* button to save this adjustment.

Vaccine Inventory Adjustment

Click "Create" to save the record or "Cancel" to return to the previous screen.

Add

Date
10/01/2015

Inventory Location
VFC AGGREGATE TEST

Vaccine | Mfg | NDC
HEP A, PEDIADOL | SKB | 58160-0825-11

Lot Number
ABCD154

Expiration Date
09/30/2015

Funding Source
VFC

Doses On-Hand
5

Reason
EXPIRED

Modification
SUBTRACT

Doses Adjusted
2

Container Id

Create Cancel

Create Cancel

To locate your open reconciliation, click *Search* and then click *View*. **Tip:** If you want to narrow your search results, select *Open* from the drop-down menu of the *Reconciliation Status* field, and the system will only display your *Open* reconciliation.

Vaccine Inventory Reconciliation

Click "View" to see the details of an existing record.

Add Reconciliation

Search Criteria

Inventory Location: VFC AGGREGATE TEST

Inventory Location Status: (ALL)

Reconciliation Status: OPEN

Begin Date Range: From: Through:

Sort by: Audit Date (descending) Inventory Location, Begin Date (descending)

Previous Criteria Clear Search

Search Results - 1 record(s)

Status	Description	Begin Date	End Date	Authorized By		
Open	VFC AGGREGATE TEST - 154R (Aggregate Reporter)	09/26/2015	10/01/2015	PHYLLIS TRAINER	View Report	View

After making this adjustment, I can see the 2 expired doses in the *Inventory Returned/Expired/Recalled* column of my open inventory reconciliation instead of the *Inventory Difference* column. I will leave zero (0) in the *Ending Inventory* column of this reconciliation. These expired doses have now been wiped out of my CIIS inventory location.

Line No.	Vaccine (Brand) Mfg NDC Lot Exp Date	Beginning Inventory	Aggregate Received	Inventory Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Hand Inquiry
VFC											
1	DTaP (Daptacel) (Daptacel (0.5 mL x 10 vials)) PMC 49281-0286-10 AGGTE1 09/30/2016	5	0	-2	0	0	0	0	0	3	
2	Hep A, Ped/Adol (Havrix (0.5 mL x 10 vials)) SKB 58160-0825-11 ABCD154 09/30/2015	0	5	-3	0	-2	0	0	0	0	

SCENARIO #2: Accounting for Vaccine Doses that Expired *BEFORE* the Reconciliation Begin Date

Step 1: To zero out the remaining doses of the Polio-IPV vaccine, click on the *On-Hand* link, and you will be navigated to the *Vaccine Inventory On-Hand* screen.

The screenshot shows the 'Vaccine Inventory On-Hand' screen. The 'Inventory Location' is 'VFC AGGREGATE TEST'. The 'Status' is 'OPEN'. The 'Authorized By' is 'TRAINER, PHYLLIS (-)'. The 'Update' button is visible. A callout box states: 'I have 3 doses left of the Polio-IPV vaccine. Since it expired BEFORE my reconciliation *Begin Date*, I will NOT have any *Aggregate Administered* doses to enter. To zero out these expired doses, I must make an adjustment to this vaccine.'

Another callout points to the 'On-Hand' link in the left sidebar: 'Click the *On-Hand* link.'

Vaccine (Brand)	Beginning Inventory	Inventory Received	Aggregate Administered	Inventory Transferred	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Hand
1 DTaP (Daptacel) (0.5 mL x 10 vials)	5	0	-2	0	0	0	0	0	3	?
2 Hep A, Ped/Adol (Havrix) (0.5 mL x 10 vials)	0	5	0	0	0	0	0	-5	0	?
3 Hep B, Ped/Adol (Enderix B) (0.5 mL x 10 syr)	10	0	-1	0	0	0	0	0	9	?
4 Polio-IPV (IPOL) (5.0 mL vial)	3	0	EXPIRED	0	0	0	0	-3	0	?

Step 2: Verify your *Inventory Location* and select *Depleted/Expired* from the *Status* drop-down arrow, and the system will display only your depleted/expired vaccine inventory for the selected inventory location.

Step 3: Select the expired vaccine you want to adjust by clicking on the corresponding radio button.

Step 4: Click the *Adjustment* button, and you will be navigated to the *Vaccine Inventory Adjustment* screen.

The screenshot shows the 'Vaccine Inventory On-Hand' screen. The 'Inventory Location' is 'VFC AGGREGATE TEST'. The 'Status' is 'DEPLETED/EXPIRED'. The 'Vaccine' is '(ALL)'. The 'Adjustment' button is highlighted. A callout box states: 'Verify your *Inventory Location*. Next, select *Depleted/Expired* from the *Status* drop-down arrow.'

Another callout points to the 'Adjustment' button: 'Select the expired vaccine inventory that you want to adjust by clicking on the radio button. Next, click on *Adjustment*.'

Vaccine	Beginning Inventory	On-Hand	Expiring Soon
Polio-IPV (IPOL) (5.0 mL vial)	3	3	?

Step 5: Enter a date that falls between the reconciliation *Begin Date* and *End Date*. (In this example, my reconciliation *Begin Date* and *End Date* are 9/26/2015 to 10/1/2015, respectively).

Step 6: From the drop-down arrow select *Expired* for the adjustment *Reason*. From the drop-down arrow select *Subtract* for the *Modification*.

Step 7: Enter the *Doses Adjusted*, which is the number of expired doses that you have on-hand in CIIS.

Step 8: Click the *Create* button to save this adjustment, and you will be navigated to the *Vaccine Inventory On-Hand* screen.

The screenshot shows the 'Vaccine Inventory Adjustment' form. A callout bubble points to the 'Date' field, which contains '10/01/2015', with the text: 'Enter a date that falls between your reconciliation *Begin Date* and *End Date*.' Another callout bubble points to the 'Reason' and 'Modification' dropdowns, with the text: 'In the *Reason* field, select *Expired* from the drop-down arrow. In the *Modification* field select *Subtract* from the drop-down arrow.' A third callout bubble points to the 'Doses Adjusted' field, which contains '3', with the text: 'Enter the number of expired doses to be subtracted. Next, click *Create*.' A red arrow points to the 'Create' button at the bottom of the form.

After making the adjustment to the Polio-IPV vaccine, the *Doses on-Hand* are now zero (0).

Step 9: Click on *Reconciliation* to return to your *Open* reconciliation.

The screenshot shows the 'On-Hand Inventory' screen. A callout bubble points to the 'Reconciliation' link in the left sidebar, with the text: 'To return to your *Open* reconciliation, click on *Reconciliation*.' Another callout bubble points to the 'Doses On-Hand' column in the table, which shows '0' for Polio-IPV, with the text: 'After making the adjustment to the Polio-IPV vaccine, the *Doses On-Hand* are now zero.' The table below shows the following data:

Vaccine (Brand)	Mfg	NDC	Status	Funding Source	Doses On-Hand	Expiring Soon
VFC AGGREGATE TEST - 154R (Aggregate Reporter)						
Hep A, Ped/Adol (Havrix (0.5 mL x 10 vials))	SKB	58160-0825-11	DEPLETED/EXPIRED	VFC	5	?
Polio-IPV (IPOL (5.0 mL vial))	PMC	49281-0860-10	DEPLETED/EXPIRED	VFC	0	?

To locate your open reconciliation, click *Search* and then click *View*. **Tip:** If you want to narrow your search results, select *Open* from the drop-down menu of the *Reconciliation Status* field, and the system will only display your *Open* reconciliation.

Vaccine Inventory Reconciliation

Click "View" to see the details of an existing record.

Search Criteria

Inventory Location: VFC AGGREGATE TEST
 Inventory Location Status: (ALL)
 Reconciliation Status: OPEN

Begin Date Range: From: [] Through: []

Sort by: Audit Date (descending) Inventory Location, Begin Date (descending)

Buttons: Previous Criteria, Clear, Search

Search Results - 1 record(s)

Status	Description	Begin Date	End Date	Authorized By	View Report	View
Open	SECOND RECON	09/26/2015	10/01/2015	PHYLLIS TRAINER	View Report	View

On the screen shot below, notice the adjustment I made to the Polio-IPV now appears in the *Inventory Returned/Expired/Recalled* column of my reconciliation and the *Inventory Difference* column is now zero (0). I have now accounted for all my expired Polio-IPV doses and will leave zero (0) in the *Ending Inventory* column.

Inventory Location: VFC AGGREGATE TEST

Description: SECOND RECON
Begin Date: 09/26/2015
End Date: 10/01/2015

Status: OPEN
Authorized By: TRAINER, PHYLLIS (-)

Buttons: Update, Cancel

	Inventory Returned/Expired/Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	Inquiry	On-Hand
(Daptacel) (Daptacel) (0.5 mL x 10 vials) PMC 49281-0286-10 AGGTE1 09/30/2016	0	0	0	0	3		
2 Hep A, Ped/Adol (Havrix) (0.5 mL x 10 vials) SKB 58160-0825-11 ABCD154 09/30/2015	0	5	0	-5	0		
3 Hep B, Ped/Adol (Engerix B) (0.5 mL x 10 syr) SKB 58160-0820-52 AGGTEST2 09/30/2016	10	0	-1	0	9		
4 Polio-IPV (IPOL (5.0 mL vial)) PMC 49281-0860-10 PER11 09/24/2015	3	0	EXPIRED	0	0		

REMEMBER: You must now follow the process for physically returning your expired doses of vaccine to the manufacturer. If you have any questions, please call the VFC program at 303-692-2700 and ask for the VFC person on-call.